

**TOWN OF NORTHFIELD
BOARD OF SELECTMEN
Minutes of August 12, 2014**

- I. **ROLL CALL.** Select Board Chair John Quinn III, Selectmen Kevin T. Beal, Brad Denny, Dennis Donahue, Lynn Doney, Matthew Gadbois, Kenneth W. Goslant, K. David Maxwell, and James R. Wilson. Also present were Town Manager Jeffrey Schulz, Acting Clerk Kenneth McCann, Michele Braun (Zoning Administrator), John Stevens (BPL Trustee), Pamela Murphy (BPL Director), John Kiernan (Phelps Engineering), Wil Hallstrom, Lisa Hallstrom, and Kathleen Lott (*Northfield News*).

Prior to the regular meeting, the Town Selectmen held a Public Hearing beginning at 7:00 p.m. in order to receive written or oral views on proposed revisions to the current Northfield Town Plan that was adopted in August 2009 and is scheduled to expire this year. The Town Plan was developed by the Northfield Planning Commission and addresses issues related to: Natural and Cultural Resources; Population; Housing; Economy; Transportation; Community Facilities and Services; Local Education; Energy; and Land Use. The proposed revisions incorporate data from the 2010 US Census and major changes include redesigned Zoning Districts; the prohibition of non-residential development on property above 1800 feet in elevation; enhanced protection of water resources; and a new section on flood resilience. Due to the population size of Northfield, this will be the first of two public hearings on this matter.

Chair Quinn asked if there were any questions or comments regarding the proposed revisions to the Northfield Town Plan. Selectman Denny noted that Zoning Administrator Michele Braun and the Planning Commission had devoted much time and effort to create the current draft document and he commended them for their efforts. He then asked about proposed changes to zoning districts. Ms. Braun stated that the changes include the elimination of the former Town/Village boundary in the new maps. There also was an attempt to eliminate small districts in the map by consolidating similar types of zoning districts. There also will be a ten (10) acre minimum lot size requirement in the agricultural districts that is designed to prevent future subdivisions. Chair Quinn is concerned that this might curtail growth along the Vermont Route 12 and 12A corridors. Ms. Braun noted that this area already is zoned as medium density residential. She added that the new zoning districts will be reviewed next year by the Planning Commission when Northfield's zoning regulations will be inspected for possible modifications. Selectman Denny asked if this process also would include warned public hearings, etc. Ms. Braun confirmed that it would. Selectman Beal favors the proposed changes in the Town Plan that would encourage downtown development while keeping Northfield's agricultural areas intact. Ms. Braun then noted a major change (in addition to those listed above) was a new section on "Downtown Vitality" that describes Northfield's current Village Center Designation. She added that the prohibition of non-residential development on property above 1800 feet in elevation was in response to concerns expressed by residents regarding the possible installation of industrial wind farms along the Northfield ridge. Selectman Denny asked if neighboring communities had similar restrictions in their municipal plans. Ms. Braun confirmed that they did. In fact, some of the language on this comes from Waitsfield's Town Plan.

There being no other questions or comments, the Public Hearing closed at 7:25 p.m. Chair Quinn noted that the second public hearing on this matter will be held on Tuesday, August 26, 2104. The regular meeting then began immediately.

- II. **PLEDGE OF ALLEGIANCE.** The Board members and the public were asked to rise and recite the Pledge of Allegiance.

- III. **SET/ADJUST AGENDA.** Chair Quinn asked that since Wil Hallstrom is present tonight to discuss his proposed Eagle Scout project for the Northfield Falls Park, this matter will be moved up to the "Public Participation" part of the agenda. In addition, Sarah Bartlett from the Department of Environmental Conservation was to address the Select Board tonight on "Brownfields Area Wide Planning in Vermont" but cannot be here tonight. Her presentation has been rescheduled for the next regular meeting (08/26/14).

IV. **PUBLIC PARTICIPATION (SCHEDULED)**

- a. **Wil Hallstrom: Authorization for Eagle Scout Project at the Northfield Falls Park.** Mr. Hallstrom is asking for the Select Board's permission to replace the World War II memorial at the Northfield Falls Park with a new one made of granite. The current memorial is made of wood and glass and has faded considerably over the years. As part of the project, Mr. Hallstrom will conduct a fundraising effort to purchase the new memorial as well as the installation of a staffed flag that would be lit by solar power. Motion by Selectman Donahue, seconded by Selectman Denny, to support and authorize Wil Hallstrom to pursue this World War II memorial replacement project on behalf of the Town of Northfield. Mr. Hallstrom hopes to have the new memorial installed by the end of this October before winter weather sets in. He has estimated the total cost for the project at about \$6000. The original monument will be removed and turned over to the Northfield Historical Society, the American Legion, or whatever group or organization that would like to keep and maintain it. **Motion passed 9-0-0.**

- b. **John Marcotte: Request to Partially Close Water Street for Car Show (08/31/14).** Mr. Marcotte is asking for the Select Board's permission to close off the north end of Water Street from Carpenter Street to North Main Street from 9:00 a.m. to 3:30 p.m. on Sunday, August 31, 2014. This car show would be held in the Kenyon's Hardware Store and Barry T. Chouinard parking lots and is considered a highlight of the Northfield Labor Day Weekend Festivities. Since the attendees continually cross that part of Water Street to view the classic automobiles on both lots, Mr. Marcotte believes that closing this part of the street is a needed safety measure. He added that this event has been held the past five (5) years (not counting the year it was cancelled due to Tropical Storm Irene) without any major problems and he pledged to work with the Highway Department and emergency services to ensure that nothing goes wrong this year. There have been instances in the past of drivers choosing to ignore the road closure but improved signage and traffic control has put this to an end. Motion by Selectman Beal, seconded by Selectman Maxwell, to authorize the partial closure of Water Street for the date and times indicated above. **Motion passed 9-0-0.**
- c. **Kevin Pecor, Knotty Shamrock Irish Pub & Café: Parking Space Lease Agreement.** Mr. Pecor originally had planned to ask the Select Board tonight for permission to close off part of East Street in order to hold a block party on the Friday night of Labor Day Weekend. However, he has decided to postpone this request until next year so that he can better advance plan this event. Instead, Mr. Pecor is asking that the Town formally lease to him the parking spaces in front of his establishment so that he can install outdoor seating during business hours. The Board of Village Trustees did grant him permission to install this outdoor seating a couple months ago (06/10/14) but the Bureau of Alcohol Control has informed him that a formal lease agreement is necessary. Also, moving the outdoor seating from the sidewalk to the parking spaces would allow for better pedestrian traffic. Manager Schulz asked Town Attorney William Smith to draft a lease agreement that Mr. Pecor has reviewed and accepted. The draft agreement has blank spaces regarding the number of parking spaces to be leased, the duration of the agreement, etc. Chair Quinn would like the Select Board to make these determinations now and also authorize Manager Schulz to sign this agreement on behalf of the Town. After some discussion, the Select Board consensus was that three (3) parking spaces would be leased and the agreement would last until the end of the current calendar year (12/31/14). If all goes well, the lease could be renewed next spring. Selectman Doney asked if additional lighting would be installed. Mr. Pecor is planning to install some solar-powered lights. Motion by Selectman Donahue, seconded by Selectman Maxwell, to authorize Manager Schulz to sign a lease agreement with the Knotty Shamrock for three (3) parking spaces for a term ending December 31, 2014. **Motion passed 8-1-0, with Selectman Denny voting in the negative.** Selectman Denny explained that he would have no objection to leasing two (2) parking spaces to the Knotty Shamrock but he felt that three (3) spaces were excessive. He believes that the Select Board has a responsibility to all the businesses in the area.

V. **APPROVAL OF MINUTES**

- a. **July 22, 2014 (Regular Meeting).** Motion by Selectman Maxwell, seconded by Selectman Denny, to approve the minutes. **Motion passed 7-0-2, with Selectmen Beal and Donahue abstaining.**

VI. **APPROVAL OF BILLS**

- a. **Warrant #04-15.** Motion by Selectman Donahue, seconded by Selectman Beal, to approve Warrant #04-15 in the amount of \$391,554.37. Selectman Gadbois thought that the Common Fountain was to be put on a timer in order to reduce water use. Selectman Donahue had discussed this with Utility Superintendent Patrick DeMasi and there was a reason (which he now cannot remember) why this could not be done. However, a new fountain head has been installed that will reduce water usage. Selectman Gadbois noted that the Wastewater Treatment Facility (WWTF) uses about \$600 of electricity each month and asked if it were possible to install solar panels on its extensive roof. Selectman Donahue will bring up this possibility at the next meeting of the Utility Commissioners (09/08/14). Chair Quinn noted that the Town is still being issued sewer bills for the Municipal Pool. Selectman Maxwell suggested that this is another subject for the Utility Commissioners to discuss. **Motion passed 9-0-0.**
- b. **Bi-Weekly Payroll through July 20, 2014.** Motion by Selectman Denny, seconded by Selectman Maxwell, to approve the bi-weekly payroll in the amount of \$70,208.97. As he stated at a previous meeting, Selectman Beal feels that Management and not the Select Board should be responsible for overseeing personnel costs. He would prefer that the Select Board be provided with quarterly reports that would provide a fuller picture of seasonal expenses, etc. If problems are noted, the Select Board then could make recommendations for changes. It seems to Selectman Gadbois that the Police Department's part-time officer expenses have gone up in recent months. Manager Schulz will speak to Police Chief James Dziobek about this. **Motion passed 9-0-0.**

- c. **Approval of Bi-Weekly Payroll through August 3, 2014.** Motion by Selectman Maxwell, seconded by Selectman Wilson, to approve the bi-weekly payroll in the amount of \$73,341.87. **Motion passed 9-0-0.**

VII. SELECT BOARD

- a. **Approval of Final Design Loan Application for the Central & Washington Streets Water Main Installation Project.** Manager Schulz would like the Select Board to approve the loan application for this project and also decide whether the construction phase should be bid out this year or postponed until early next year. His concern is that if work is started this fall but has to shut down for the winter, the streets would remain torn up for several months. Manager Schulz also felt that waiting until next year might result in a more competitive bid process. Engineer John Kiernan (Phelps Engineering) concurred with this recommendation as there are many similar projects taking place now resulting in a backlog of paperwork waiting for State approval. Even if the Town were to go out to bid this year, the winning bidder might request to delay construction until new spring. He added that the King Street project still requires more work before the final design can be approved. Selectman Denny suggested that it might be best to wait and put the Central & Washington Streets and King Street projects out to bid at the same time. Mr. Kiernan felt that there were some benefits to this suggestion. It also was his opinion that January 2015 would be the optimal time to go out to bid. After further discussion, it was the consensus of the Select Board to postpone the bid and construction phase of this project until early next year. Motion by Selectman Donahue, seconded by Selectman Denny, to authorize Manager Schulz to sign the loan application documents. **Motion passed 9-0-0.** Motion by Selectman Donahue, seconded by Selectman Wilson, to appoint Manager Schulz as the Drinking Water State Revolving Fund (DWSRF) Authorized Representative and Finance Director Laurie Baroffio as the DWSRF Alternate Authorized Representative. **Motion passed 9-0-0.**
- b. **Central Street Stormwater Improvements.** Mr. Kiernan noted that that when the Village Trustees provided for the replacement of the catch basins on Central Street, they also asked for cost estimates for a larger project that would separate the stormwater from the municipal sewer system. The cost of the larger project was estimated at \$325,000 as compared to \$100,000 (already authorized by Northfield voters) for replacing the catch basins but retaining the existing infrastructure. Chair Quinn asked if this stormwater separation from the sewer system was achieved, would the stormwater then be diverted into the Dog River. Mr. Kiernan confirmed that it would. Selectman Donahue added that some sort of filtration system would be installed so that the stormwater would be treated before going into the river. Mr. Kiernan stated that he is not advocating this larger project at this time but was merely providing this information as an option. Selectman Beal said that the Village Trustees had decided against the larger project due to cost concerns and he feels that this was and remains the correct judgment. It was the consensus of the Select Board not to pursue this option at this time.
- c. **DRAFT Brown Public Library Roof Repair Request for Proposals (RFP).** Brown Public Library (BPL) Trustee John Stevens had prepared for the Select Board's review a draft RFP to seek proposals to repair a roof that has "significant structural problems." He would like the RFPs sent out as soon as possible so that the repairs can be done before winter. Chair Quinn asked why the RFP specifies that the replacement roof must be slate. Mr. Stevens replied that since the BPL is listed as a historic structure, any significant changes to the building must be approved by the Vermont Division for Historic Preservation. He said that it was possible to ask for cost estimates for a metal roof as well as a slate one. Selectman Gadbois noted that a metal roof would be much less expensive so extra paperwork should be a minor consideration. Selectman Denny thought it might be a good idea to make the application for the waiver as soon as possible to expedite the process. After additional discussion, it was Select Board consensus that the RFP will allow for the option of a non-slate roof and Manager Schulz is authorized to work with the BPL Board on this.
- d. **Request to Lift South Main Street Parking Ban for Masonic District Meeting (09/23/14).** The Select Board has received a request from John Cruickshank on behalf of DeWitt Clinton Lodge #15 to lift the parking ban on the west side of South Main Street opposite the lodge on the evening of Tuesday, September 23, 2014. A Masonic district meeting will be held that night and about one hundred (100) attendees are expected. Selectman Donahue has no objection provided that the Masonic Lodge works with our local highway department and emergency services to ensure that there is little or no inconvenience to the travelling public during the event. Mr. Cruickshank already has made this commitment in his request letter. Motion by Selectman Denny, seconded by Selectman Maxwell, to approve the parking ban waiver with the condition indicated above. **Motion passed 9-0-0.**

- e. **Merger Transition Committee's DRAFT Report Regarding Select Board Committees.** Selectman Denny stated that the DRAFT report in to the packets has not yet been discussed by the full committee. He would like feedback from the other Town Selectmen regarding any possible changes. Chair Quinn confirmed that this matter will be on the next agenda for discussion. Also, in the interim the Town Selectmen should consider which committees they would like to serve upon.
- f. **Appointments of Vermont Public Power Supply Authority (VPPSA) Representative and Alternate.** Selectman Beal noted that in the past the Village Manager and the hired electric consultant served as the representative and alternate. Manager Schulz stated that he has discussed this with Stephen Fitzhugh and it was their recommendation that Mr. Fitzhugh be appointed the VPPSA Representative and Manager Schulz the alternate. Motion by Selectman Beal, seconded by Selectman Donahue, to appoint Stephen Fitzhugh as the VPPSA Representative and Jeffrey Schulz as the VPPSA Alternate Representative. **Motion passed 9-0-0.**
- g. **Public Hearing (Proposed Town Plan Revisions).** Chair Quinn noted that the second public hearing regarding the proposed changes to the Northfield Town Plan will be held on Tuesday, August 26, 2014, at 7:00 p.m. in the Community Room.
- h. **Status Reports: Various Projects**
 - 1. **Economic Development Committee.** Selectman Donahue reported that the committee met earlier this evening in order to discuss drafting a tax stabilization plan that would allow the Town to make agreements with both new and existing businesses. The document should be finalized and ready for review at the next regular meeting. The plan is to seek voter authorization at the November general election (11/04/14).

VIII. BOARD MEMBERS' COMMENTS, CONCERNS, QUESTIONS

- a. **Sidewalk Maintenance.** Selectman Maxwell spoke to Road Foreman Ray Hudson and asked him to have his crew remove the weeds growing alongside and in the cracks of the sidewalks. He would like Manager Schulz to follow up on this to make sure that it is done.
- b. **Four Corners Stop Sign.** Selectman Gadbois stated that the missing stop sign at this intersection has been restored. However, he remains concerned that this remains an unsafe intersection. Manager Schulz will look into this.
- c. **Video Streaming of Select Board Meetings.** Selectman Donahue noted that money was set aside in the current budget for the video streaming of these meetings. He would like this pursued.
- d. **Municipal Pool.** Selectman Beal is concerned about the financial sustainability of the pool given its revenues, expenses, etc. He noted that the net cost to taxpayers each summer is about \$20,000. There already has been a request that the Municipal Pool's fee structure be fully explored before the pool opens next summer.

IX. TOWN MANAGER'S REPORT

- a. **Stony Brook Bridge Repairs.** Manager Schulz reported that the repairs to Town Bridge #51 on Stony Brook Road have been completed. The work was anticipated to last about a week but it only took a couple days. He commended Mr. Hudson and his crew for getting the job done so quickly.
- b. **Fairground Road Bridge Replacement.** Manager Schulz said that the current project delays are due to a new State request that the replacement bridge be enlarged to include a pedestrian walkway. He has asked FEMA to amend the original plans accordingly. Chair Quinn noted that it was FEMA that rejected all of the Town's suggestions to improve and/or relocate the bridge. Now that the State is requesting improvements, perhaps FEMA will be more amenable. Kathleen Lott asked why the State is getting involved in this matter at this late date. Manager Schulz said that there seems to be a new mindset in the Agency of Transportation that is emphasizing pedestrian safety. Since the bridge is adjacent to a trailer park, there is considerable foot traffic in the area,

X. PUBLIC PARTICIPATION (UNSCHEDULED). There was none.

XI. ADJOURNMENT. Motion by Selectman Beal, seconded by Selectman Denny, to adjourn. **Motion passed 9-0-0.**

The meeting adjourned at 8:58 p.m.

Respectfully submitted,

Kenneth L. McCann

Kenneth L. McCann, Acting Clerk

An audio recording of this meeting is available in the Town Manager's Office.

These minutes were approved at the Select Board Meeting of August 26, 2014.